



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
February 8, 2016**

Members present: T. Biniaris, J. Bray (Vice-chair), B. Danes (Chair), M. Hall, D. Inch, D. Patterson

Student Trustees: None

Regrets: M. Brant

Guests: None

Resource: T. FitzGibbon, N. Pfeiffer, D. Rutherford, M. Savery-Whiteway

Minutes: C. Reid, Administrative Assistant

Call to order

The public session of the Operations and Finance Committee was called to order at 7:07 p.m.

Presentations

None

Approval of the agenda

A revised agenda was distributed.

Moved: J. Bray
Seconded: D. Inch

That the revised agenda be approved.

Carried

Approval of minutes

Moved: D. Patterson
Seconded: J. Bray

That the minutes of the January 11, 2016 regular meeting be approved.

Carried

Business arising

None

Recommendations

Request for Proposal – RFP #1516-001

Architectural Services for Marmora Senior Public School Additions and Renovations

Report No. B-1 was distributed and Controller Pfeiffer stated that a total of 10 valid RFP submissions were received by February 4, 2016. An analysis of the submissions was performed which examined each proponent's qualifications, team, experience, project management skills, understanding of the 21st century design concept for student needs, extent of services, past performance, and proposed fees.

After a detailed analysis of each submission, AECOM Canada Architects Ltd. achieved the highest score ranking based on fees, experience with school design, knowledge of 21st century design, and project management and has provided excellent service on previous board projects such as Full-Day Kindergarten additions at Bird's Creek Public School, Madoc Public School, Park Dale School, Prince Charles Public School (Trenton), and V.P. Carswell Elementary School.

Moved: M. Hall
Seconded: J. Bray

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award an architectural design services contract for the additions and renovations at Marmora Senior Public School in Marmora to AECOM Canada Architects Ltd. as contained in the Operations and Finance Committee Report No. B-1 dated February 8, 2016.

Carried

Information

Budget timelines

Superintendent Rutherford referred to Report No. C-1 and noted that this is an annual item that will be brought forward to Board for information on February 22, 2016. The tasks reflect the key milestones required to compile revenues and expenditures in order to meet a June 30, 2016 deadline and reflect a timely release of grant information. Revised estimates from this year indicate a fairly large gap and will impact the development of the 2016-2017 budget.

2015-2016 Board Policy review – Part B

Director Savery-Whiteway referred to Report No. C-2 and stated that Part A of the policy review occurred in the fall and that Part B is currently underway. There is only one policy being reviewed at this time due to a request coming out of the Special Education Advisory Committee (SEAC). SEAC has requested that Part 3, Membership, s.3.1.5 be amended to allow up to 3 members to be appointed by the Board. This is a result of more requests from the community-at-large to become involved and the committee would like to build in some flexibility in this regard. A notice of motion will go through Board in March to approve this revision.

Trustee expense report

Superintendent Rutherford referred to Report No. C-3 and noted that trustee expenses for the period ending January 31, 2016 were provided. Trustees were reminded to submit expenses from the Public Education Symposium as soon as possible. It is recommended that trustee and employee expenses be submitted in a timely manner, preferably once a month, in order to be accurately reported and tracked.

Special Operations and Finance Committee Meeting: February 22, 2016

Superintendent Rutherford stated that staff had intended to bring a recommendation to the committee at this meeting related to financing for the completion of the childcare addition at Stirling Public School. The Ministry of Education requires all school boards to participate in the long term financing arrangements for eligible capital programs through the Ontario Financing Authority (OFA). The Ministry flows money to school board based on expenditures that have been incurred. The documentation is prepared by Ministry, reviewed by Board legal counsel and a Board borrowing by-law is developed. The amount of the financing is \$500,000. Unfortunately, the Ministry has not met deadline to get the documents to us but they still require approval by the Board on February 22, 2016. A brief Operations and Finance Committee meeting will be held on February 22, 2016 to approve the financing before going to Board for approval.

Director Savery-Whiteway stated that trustees have received an email outlining all meetings occurring between now and the end of school year. The special Operations and Finance Committee meeting is scheduled for 6:45 p.m. on February 22, 2016.

Trustee proposals/queries

It was noted that comments were made at PES related to a Toronto area board not getting fair market value for surplus properties. Superintendent Rutherford stated that Ministry Regulation clearly outlines the process for disposal of surplus property, which is based on fair market value. Although every situation is unique, both Superintendent Rutherford and Controller Pfeiffer confirmed that appraisals are obtained and fair market value is established prior to properties being sold. As far as they can recall, the value of properties sold in HPEDSB have always been close to or above air market value.

Correspondence - None

The public meeting adjourned at 7:28 p.m.